



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	5-1-2009
Subchapter:	1	Forms	
Issuance:	4.23	CP&P Form 4-23, Application for Reimbursement for Non-Recurring Kinship Legal Guardianship (KLG) Expenses	

Click [here](#) to view, complete, and print the CP&P Form [4-23](#), Application for Reimbursement for Non-Recurring Kinship Legal Guardianship (KLG) Expenses.

WHEN TO USE IT

The CP&P Form [4-23](#) is used by the kinship legal guardian to apply for reimbursement for one-time only expenses incurred by the kinship legal guardian associated with obtaining kinship legal guardianship of a child placed by CP&P. Up to \$2000 in preapproved expenses, within one year, may be submitted for reimbursement. The form consists of two parts:

- Part I: An information sheet which explains who is eligible to apply, and the allowable expenses; and
- Part II: A two-page application which is completed by the kinship legal guardian, to itemize the non-recurring expenses.

Give the application and information sheet to the kin caregiver after CP&P, the court, and the kin caregiver agree that kinship legal guardianship is the child's goal, but before KLG is finalized.

HOW TO USE IT

When KLG is finalized:

- The CP&P Form [4-23](#) is completed by the kinship legal guardian within two years after the KLG order is awarded. It is submitted to the Office of Adoption Operations, 50 East State Street, P.O. Box 717, Trenton, New Jersey 08625.

- Staff from the Adoption and Kinship Legal Guardianship Subsidy Unit review the completed application and accompanying receipts and invoices.
- The "For CP&P Use Only" section is completed by staff from the Adoption and Kinship Legal Guardianship Subsidy Unit; payment is approved by the Assistant Director of Adoption Operations or his or her designee.

After the CP&P 4-23 is approved for payment:

- The CP&P Form [K-100](#), Client Service Invoice, is prepared by the Local Office Worker and forwarded to the KLG caregiver for signature.
- The KLG caregiver returns the form to the Adoption and Kinship Legal Guardianship Subsidy Unit in the Office of Adoption Operations for approval and processing of the payment.
- The Worker:
 - Submits the signed CP&P Form [K-100](#) to clerical for processing of the payment in NJS; enter the support service in NJS.
 - Upon notification from clerical staff, the Worker, Supervisor, and Administrator from the Office of Adoption Operations approve the form in NJS.
 - After approvals are complete, clerical staff complete and submit the payment request to the DCF Office of Accounting.

TIPS FOR COMPLETING THE FORM

Attach a screen shot of the associated completed Payment Request Window from NJS to the Office of Accounting copy of the new CP&P Form [K-100](#) for NJS.

DISTRIBUTION

Original - KLG Subsidy Folder